

1 **R277. Education, Administration.**

2 **R277-400. School ~~Facility Emergency and~~ Safety and Security.**

3 **R277-400-1. Authority, ~~and~~ Purpose, and Oversight Category.**

4 (1) This rule is authorized by:

5 (a) Utah Constitution Article X, Section 3 which vests general control and
6 supervision of public education in the Board; and

7 (b) Subsection 53E-3-401(4), which allows the Board to make rules to execute
8 the Board's duties and responsibilities under the Utah Constitution and state law.

9 (2) The purpose of this rule is to:

10 (a) establish general criteria for emergency preparedness and emergency
11 response plans; and

12 (b) direct an LEA to:

13 (i) develop prevention, intervention, and response measures; and

14 (ii) prepare staff and students to respond promptly and appropriately to school
15 emergencies; and

16 (c) protect the health and safety of all students.

17 (3) This rule R277-400 is categorized as Category 2 as described in Rule R277-
18 111.

19

20 **R277-400-2. Definitions.**

21 (1) "Active threat" means any incident which creates an immediate threat or
22 imminent danger to the school campus community, facilities and transportation systems.

23 (2) "Climate" has the same meaning as defined in Subsection 53G-8-102(1).]

24 [(2)][(3)](2) "Crisis" means an event that leads to physical or emotional distress;

25 [(3)][(4)](3) "Crisis Response" means a protocol for the actions to take and
26 individuals to involve following a crisis event.

27 [(5) "Culture" has the same meaning as defined in Subsection 53G-8-102(2).]

28 [(4)][(6)](4) "Developmentally appropriate" means adapted to what a student is
29 able to do chronologically, cognitively, physically, or emotionally.

30 [(5)][(7)](5) "Elementary School" means a school with grades K-6.

31 [(6)][(8)](6) "Emergency" means a natural or man-made disaster, accident, act of
32 war, or other circumstance that could reasonably endanger the safety of school children
33 or disrupt the operation of the school.

34 [(7)][(9)](7) "Emergency Preparedness Plan" means policies and procedures
35 developed to promote the safety and welfare of students, protect Local Education
36 Agency (LEA) property, or regulate the operation of schools during an emergency
37 occurring within an LEA or a school. The purpose of which is to safeguard students,
38 staff, and patrons before, during and after any emergency or disaster.

39 [(8)][(10)](8) "Emergency Response Plan" means a plan developed by an LEA or
40 a school to prepare and protect students and staff in the event of natural disasters,
41 technological or school security[violence] emergencies.

42 [(9)][(11)](9) "Evidence-based" has the same meaning as defined in Subsection
43 53G-11-303(1)(a).

44 [(10)][(12)](10) "Evidence-informed" has the same meaning as defined in
45 Subsection 53G-11-303(1)(b).

46 [(13)](11) "K-12 School Campus" has the same meaning as defined in
47 Subsection 53G-8-102(4).

48 [(11)][(14)](12) "LEA" includes, for purposes of this rule, the Utah Schools for the
49 Deaf and the Blind.

50 [(15)](13) "Physical Space" has the same meaning as defined in Subsection
51 53G-8-102(5).

52 [(12)][(16)](14) "Plan" means an LEA's or a school's emergency preparedness
53 and emergency response plan.

54 [(13)][(17)](15) "Safe Messaging" means strategies and styles for
55 communicating about the topic of suicide.

56 [(14)][(18)](16) "SafeUT" means the crisis line established in Section 53B-17-
57 1202.

58 ~~(19)~~(17) “School safety and security director” means the LEA point of contact
59 for the county security chief, local law enforcement, and the state security chief, as
60 described in Subsection 53G-8-701(8).

61 ~~(20)~~(18) “School safety” has the same meaning as defined in Subsection 53G-
62 8-102(6).

63 ~~(15)~~~~(21)~~(19) “School safety and security specialist” means a school employee
64 who is responsible for supporting school safety initiatives, including the threat
65 assessment described in Subsection 53G-8-802(2)(g)(i)701(6).

66 ~~(16)~~~~(22)~~(20) “Secondary School” means a school with any of the grades 7-12.

67 ~~(17)~~~~(23)~~(21) “Student Threat assessment” has the same meaning as defined
68 in R277-100-1(31).[means a prevention strategy that involves:

69 (a) identifying threats;
70 (b) determining the seriousness of the threat; and
71 (c) developing intervention plans that address the threat.]

72

73 **R277-400-3. Establishing LEA Emergency Preparedness and Emergency
74 Response Plans.**

75 (1) By July 1 of each year, an LEA shall certify to the Superintendent that the
76 LEA's emergency preparedness and emergency response plan has been:

77 (a) practiced at the school level; and
78 (b) presented to and reviewed by its teachers, administrators, students and
79 parents, local law enforcement, and public safety representatives consistent with
80 Subsection 53G-4-402~~(18)~~~~(20)~~(d).

81 (2)(a) An LEA's plans shall be designed to meet individual school needs and
82 features.

83 (b) An LEA may direct schools within the LEA to develop and implement
84 individual plans.

85 (c) An LEA shall make new staff aware of the LEA's emergency preparedness
86 and emergency response plan upon orientation.

87 (3)(a) An LEA shall appoint a committee to prepare or modify plans to satisfy this
88 Rule R277-400 and Section [53G-4-402](#)(18)(20).

89 (b) The committee shall consist of appropriate school and community
90 representatives, which may include:

91 (i) school and LEA administrators;

92 (ii) school safety directors;

93 (iii) school safety and security specialists;

94 (iv) school nurses;

95 [(ii)] (v) teachers;

96 [iii)](

97 [iv] (vii) community and municipal governmental officers; and

98 [(v)] (viii) fire and law enforcement personnel.

99 (c) The committee shall include governmental agencies and bodies vested with
100 responsibility for directing and coordinating emergency services on local and state
101 levels.

102 (4) An LEA shall review plans at least once every three years.

103 (5) The Superintendent shall develop Emergency Response Plan models under
104 Subsection [53G-4-402](#)[(18)](20)(c).

106 R277-400-4. Notice and Preparation.

107 (1) Each school shall file a copy of plans required by this Rule R277-400 with the
108 LEA superintendent or charter school director.

112 (3) A school shall designate an Emergency Preparedness/Emergency Response
113 week each year before April 30 which shall have activities that may include:

114 (a) community, student and teacher awareness;

115 (b) emergency preparedness or active threat response training; or

116 (c) other activities as outlined in Sections R277-400-7 and R277-400-8.
117 (4) A school's emergency response plan shall include procedures to notify
118 students, to the extent practicable, who are off campus at the time of a school violence
119 emergency consistent with Subsection 53G-4-402[(18)](20)(b)(v).

120

**121 R277-400-5. Plan Content--Educational Services and Student Supervision and
122 Building Access.**

123 (1) An LEA's or a school's plan shall include:
124 (a) procedures to ensure reasonably adequate educational services and
125 supervision are provided for during an emergency including an extended emergency
126 situation;
127 (b) evacuation procedures that provide reasonable care and supervision of a
128 student until the student is released to a responsible party.

129 (i) An LEA or school shall not release a student grade 8 or below unless a parent
130 or other responsible person has been notified and assumed responsibility for the
131 student.

132 (ii) A school official may release a student grade 9 and above without such
133 notification if authorized by the LEA or school and the school official determines:
134 (A) the student is reasonably responsible; and
135 (B) notification is not practicable.

136 (c)(i) as determined by a local board or governing authority, procedures
137 regarding access to public school buildings by:

138 (A) students;
139 (B) community members;
140 (C) lessees;
141 (D) invitees; and
142 (E) others.

143 (ii) procedures regarding access:
144 (A) may include restricted access for some individuals;

145 (B) shall address building access during identified time periods; and
146 (C) shall address possession and use of school keys by designated
147 administrators and employees.
148 (d) resources and materials available for emergency training for an LEA's
149 employees.

150

151 R277-400-6. Emergency Preparedness Training for School Occupants.

152 (1) An LEA's or a school's plan shall include standard response protocols as
153 established by the state security chief and shall provide procedures for students and
154 adults to receive developmentally appropriate and age-appropriate emergency
155 preparedness training including:
156 (a) rescue techniques;
157 (b) first aid;
158 (c) Hold, Secure, Lockdown, Evacuate, and Shelter protocols;
159 (d) reunification method;
160 [(e)](e) safety measures appropriate for specific emergencies; and
161 [(f)](f) other emergency skills.

162 (2) An LEA shall conduct emergency and fire drills in accordance with Section
163 15A-5-202.5.

164

165 R277-400-7. Emergency Response Review and Coordination.

166 (1) For purposes of emergency response review and coordination an LEA shall:
167 (a) provide an annual training for LEA and school building staff regarding an
168 employee's roles, responsibilities, and priorities in the emergency response plan.
169 (b) require a school to review existing security measures and procedures within
170 the school and make necessary adjustments as funding permits.
171 (c) develop standards and protections for participants and attendees at school-
172 related activities, especially school-related activities off school property.

173 (2) An LEA or school shall coordinate with local law enforcement and other
174 public safety representatives in appropriate drills for school safety emergencies.

175

176 R277-400-8. Prevention and Intervention.

177 (1)(a) Each k-12 public school shall implement an evidence-based threat
178 assessment that provides a process for multidisciplinary teams to determine the severity
179 of a threat and what course of action to take.

180 (b) Each k-12 public school shall utilize a multidisciplinary team that may:

181 (i) review school safety related data;

182 (ii) consult on case-specific interventions and disciplinary actions;

183 (iii) use threat assessment outcomes to inform the disciplinary process;

184 (iv) involve parents in the intervention process; and

185 (v) suggest referrals to evidence-informed resources as appropriate.

186 (2) An LEA's multidisciplinary team shall include a school administrator as the
187 leader, the school safety and security specialist, and any other individuals needed as
188 determined by the LEA, [to meet the school's needs, which may include] including:

189 [(a) the school's school safety and security specialist;]

190 (a) the school safety and security director;

191 (a)(b) a school resource officer or local law enforcement officer;

192 [(b)](c) [alone or more mental health professional(s) such as: ; and]

193 (i) counselors;

194 (ii) psychologists:

195 (iii) and social workers

196 [e)](d) [a classroom teacher.]a member with expertise in general and special
197 education: and

198 (e) other community members.

199 (3) In developing student assistance programs, an LEA may coordinate with
200 other agencies and the Superintendent.

201 (4) Each k-12 public school shall designate a school safety and security
202 specialist who:

203 (a) is employed at the school;

204 (b) is trained and acts in accordance with Section 53G-8-701.6;~~[attends relevant~~
205 ~~school safety specialist training provided by the Superintendent;]~~ and

206 (c) ~~[supports the school administration with implementing school safety policy,~~
207 ~~initiatives, training, and programs.]~~oversees school safety and security practices to
208 ensure a safe and secure school environment for students and staff.

209 (5) An LEA shall provide a school comprehensive violence prevention and
210 intervention strategies as part of a school's regular curriculum including:

- 211 (a) resource lessons and materials on anger management;
- 212 (b) conflict resolution; and
- 213 (c) respect for diversity and other cultures.

214 (6) As part of a violence prevention and intervention strategy in Subsection (5), a
215 school may provide age-appropriate instruction on firearm safety including appropriate
216 steps to take if a student sees a firearm or facsimile in school.

217 (7) An LEA shall also develop or incorporate tiered student assistance programs
218 to the extent resources permit.

220 R277-400-9. School Safety and Security Training Program.

221 (1) The following personnel shall attend the annual school Safety and Security
222 Training Program as described in Section [53G-8-702](#):

223 (a) school principals;

224 (b) school safety personnel described in Section 53G-8-701.5; and
225 (c) others as invited by the LEA.

226 (2) The annual School Safety and Security Training Program shall take place no
227 later than October 15th of each year.

229 R277-400-[9]10. School and Individual Crisis Response Protocol.

230 (1) An LEA shall be able to respond to a school or community crisis by:
231 (a) developing a staff notification process to inform staff of a crisis in a timely
232 manner;
233 (b) identifying and keeping record of:
234 (i) crisis response professionals who may assist in crisis response; and
235 (ii) resources and community partnerships for follow-up or intensive care after a
236 crisis.
237 (c) adopting a student and parent notification policy that utilizes safe messaging;
238 and
239 (d) establishing a multi-disciplinary team as described in Subsection R277-400-
240 8(3) to identify interventions for students who may be highly impacted by a crisis.
241 (2) If an LEA has implemented SafeUT, the LEA shall identify one or more
242 SafeUT liaisons who:
243 (a) provide information from SafeUT to relevant stakeholders;
244 (b) communicate with SafeUT concerning updates and feedback; and
245 (c) attend an annual SafeUT training provided by the Superintendent.

247 R277-400-[10]11. Cooperation With Governmental Entities.

248 (1) As appropriate, an LEA may enter into cooperative agreements with other
249 governmental entities to establish proper coordination and support during emergencies.

250 (2)(a) An LEA shall cooperate with other governmental entities to provide
251 emergency relief services.

252 (b) An LEA's or a school's plans shall contain procedures for assessing and
253 providing the following for public emergency needs:

254 (a) school facilities;
255 (b) equipment; and

256 (c) personnel.
257 (3) A plan shall deli

258 the LEA, city, county, and state.

259 (a) The Superintendent, is the chief officer for emergencies involving more than
260 one LEA, or for state or federal assistance; and

261 (b) A local governing board, through its superintendent or director, is the chief
262 officer for an LEA emergencies.

263

264 R277-400-[11]12. Fiscal Accountability.

265 (1) An LEA or a school plan shall address procedures for recording an LEA's
266 funds expected for:

267 (a) emergencies;

268 (b) assessing and repairing damage; and

269 (c) seeking reimbursement for emergency expenditures.

270

271 R277-400-[12]13. School Carbon Monoxide Detection.

272 (1) A new educational facility shall have a carbon monoxide detection system
273 installed consistent with International Fire Code (IFC), Chapter 9, Sections 915 through
274 915.4.5

275 (2) An existing educational facility shall have a carbon monoxide detection
276 system installed consistent with International Fire Code (IFC), Chapter 11, Section
277 1103.9

278 (3) Where required, an LEA shall provide a carbon monoxide detection system
279 where a fuel-burning appliance, a fuel-burning fireplace, or a fuel-burning forced air
280 furnace is present consistent with IEC 915.1

281 (4) An LEA shall install each carbon monoxide detection system consistent with
282 NFPA 720 and the manufacturer's instructions, and listed systems as complying with UL
283 2034 and UL 2075

284 (5) An LEA shall install each carbon monoxide detection system in the locations
285 specified in NFPA 720

286 (6) A combination carbon monoxide smoke detector is an acceptable alternative
287 to a carbon monoxide detection system if the combination carbon monoxide and smoke
288 detector is listed consistent with UL 2075 and UL 268.

289 (7)(a) Each carbon monoxide detection system shall receive primary power from
290 the building wiring if the wiring is served from a commercial source.

291 (b) If primary power is interrupted, a battery shall provide each carbon monoxide
292 detection system with power.

293 (c) The wiring for a carbon monoxide detection system shall be permanent and
294 without a disconnecting switch other than that required for over-current protection.

295 (8) An LEA shall maintain all carbon monoxide detection systems consistent with
296 IFC 915 and NFPA 720.

297 (9) Performance-based alternative design of carbon monoxide detection
298 systems is acceptable consistent with NFPA 720, Section 6.5.5.6.

299 (10) An LEA shall monitor carbon monoxide detection systems remotely
300 consistent with NFPA 720.

301 (11) An LEA shall replace a carbon monoxide detection system that becomes
302 inoperable or begins to produce end-of-life signals.

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305 **KEY: carbon monoxide detectors, emergency preparedness, disasters, safety
306 education**

307 **Date of Last Change: August 22, 2023**

308 **Notice of Continuation: September 13, 2023**

309 **Authorizing, and Implemented or Interpreted Law: [Art X Sec 3; 53E-3-401\(4\); 53G-
310 4-402\(1\)\(b\)](#)**

311